Reno Municipal Court Records P.O. Box 1900 Reno, NV 89505

Email: renomunirecords@reno.gov/Fax: 775-334-3824

RECORD REQUEST

INSTRUCTIONS:

- 1. Fill the form out completely.
- 2. Submit your request to the court. Email is the preferred method of submission.
- 3. You will be notified when your records are ready.

The fee must be paid before you can receive your records.

Payment options are as follows:

- Credit card by phone (\$3.00 fee)
- Check/Money order payable to RMC
- Cash
- 4. If a case number is not provided, a record search fee of \$2.00 per year searched, per person searched will be assessed. This fee is in addition to any copy fees incurred. We will search 7 years prior per our record retention schedule.
- 5. If the record request is for a government agency, please submit the record request on agency letterhead to avoid being charged.

Reques	est Date:	
Defend	dant's Name:	Date of Birth:
Agency Case/Citation Number or Court Case Number:		
Reque	estor Name:	
E-mail address:		
Mailing Address:		
Phone Number: Fax Number:		
CHECK	Computer printout (\$0.50 per page) Certified computer printout (\$3.00 per page)	
	I.N.S. Certified copies (\$3.00 per page) Purge letter (\$3.00 per page) Our record retention Audio Recording (\$35.00 per recording) Other documents: (Please specify)	is 7 years from the date of case closure.

Please note that for cases sentenced after April 2013, court records are available online at no cost through the Case Query search on our website, www.renomunicipalcourt.com.

Record requests will be processed within 5 business days of receipt.

Your request will only be filled once the record request fees have been paid.

You will be notified by phone or e-mail of the cost and when your records are ready.